Iowa Department of Transportation:

Attolist Quick Start Guide

Web-based Construction Collaboration for Iowa DOT Bridge Projects

Requests For Information (RFI)

Produced: December 2009

Iowa Department
of Transportation

IOWA STATE
UNIVERSITY

Table of Contents:

Additional help can be found by clicking the "Help" button in Attolist

Attolist Support can emailed at info@attolist.com or throught their website at attolist.com/contact/

Accessing RFIs:

The RFI dashboard can be accessed in Attolist by placing the mouse over the "Construction Administration" Tab in the upper right hand corner of the screen. A drop down menu will appear; the user should click on the "RFIs" option.

The RFI dashboard serves as the homepage for the management of RFIs in Attolist. Users can create new RFIs, review RFIs, forward RFIs, and view RFIs. The dashboard shown in the screenshot below lists the new RFIs with their statuses and also gives statistics on the management of RFIs. Using the buttons on sidebar to the right of the screen users can create and access RFIs.

<u>Viewing RFIs:</u>

RFIs can be accessed using the right sidebar and selecting the status of the RFI that the user is trying to access. Stored RFIs will have attachments with comments if applicable. When opening attachments it is important to click the "View Markups" Button. Clicking on the actual file will not show the markups. Individual RFIs will also show the history of the document.

US 6 Broadway Viaduct Bridge Replacement [demo] / RFI # 0014-00

View RFI

Official RFI Number	0014-00
Subcontractor RFI Number	
RFI Title	test 123454
Due Date	12/10/2009
Date Submitted	12/03/2009
Date Returned	12/03/2009
Question	Test
Suggestion	N/A
CSI Division or Drawing Number	N/A
Cost Impact	Not Applicable

Attachments

12/03/2009	Test (Report_9.pdf)	Project Admin (Prime Contractor) - Contractor 1

RFI History

12/03/2009 3:18 PM	Answered	Project Admin (Iowa DOT) - Aaron Zutz
12/03/2009 3:17 PM	Reopened	Project Admin (Iowa DOT) - Aaron Zutz
12/03/2009 3:17 PM	Answered	Project Admin (Iowa DOT) - Aaron Zutz
12/03/2009 3:11 PM	Forwarded	Project Admin (Prime Contractor) - Contractor 1

Answer History

12/03/2009	Project Admin (Iowa DOT) - Aaron Zutz
Test Answer	
(pending)	Project Admin (Prime Contractor) - Contractor 1

References

None

Revision History

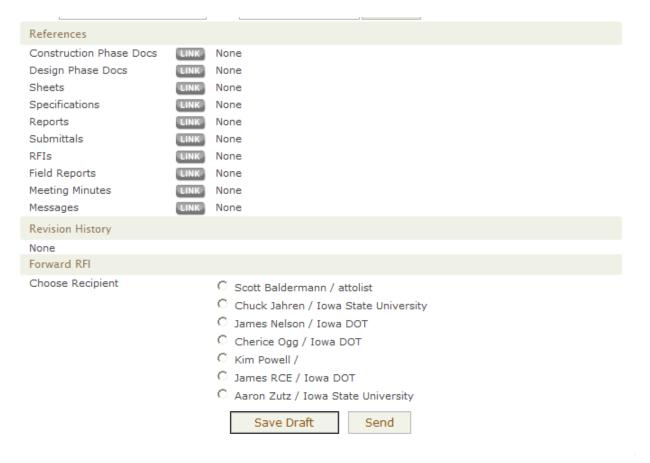|	
12/03/2009	0014-00: test 123454

<u>Creating RFIs:</u>

To create a RFI begin by clicking the "Create new RFI" button on the top of the right side bar. Enter information in the fields of the form using the information below:

1. Official RFI Number: Use default number
2. Revision Number: Use default number
3. RFI Title: Enter appropriate name
4. Due Date: Selection applicable due date*
5. Question: Enter the question in this field
6. Suggestion: Enter in suggested answer if applicable
7. CSI Division or Drawing number: Enter affected Iowa DOT specifications section number
8. Cost Impact: This field is not used
9. Add Attachments: If attachments are necessary type in an appropriate name and select file to upload using the "Browse" button and select the appropriate pdf file to upload

*Note: It is the responsibility of the party submitting RFIs to understand requirements for response timelines.

US 6 Broadway Viaduct Bridge Replacement [demo]

Add A New Submittal

Submittal Number*	[____] - [____] *(Spec Section - Number)*
Submittal Title* *(Note: 100 characters max)*	[_____]
Number of Copies*	N/A - PDF ▼
Date Received/Sent*	12/03/2009
Requested Due Date*	12/24/2009 ▦ mm/dd/yyyy
Submittal Type*	☐ Shop Drawings ☐ Product Data ☐ Samples ☐ Test Data ☐ Certifications ☐ Schedules ☐ Mix Designs ☐ Calculations ☐ Mock-up ☐ Other
Trade	[_____ ▼]
Category	[_____ ▼]
Substitution	[__ ▼]
Subcontractor/Manufacturer	[_____]
Contractor Transmittal Number	[_____]

10. References: Use this to link a RFI to other related documents in Attolist
11. Forward RFI: Select team members to send the RFI to. For contractors this will be the Resident Construction Engineer.

References

Construction Phase Docs	LINK	None
Design Phase Docs	LINK	None
Sheets	LINK	None
Specifications	LINK	None
Reports	LINK	None
Submittals	LINK	None
RFIs	LINK	None
Field Reports	LINK	None
Meeting Minutes	LINK	None
Messages	LINK	None

Revision History

None

Forward RFI

Choose Recipient
- ○ Scott Baldermann / attolist
- ○ Chuck Jahren / Iowa State University
- ○ James Nelson / Iowa DOT
- ○ Cherice Ogg / Iowa DOT
- ○ Kim Powell /
- ○ James RCE / Iowa DOT
- ○ Aaron Zutz / Iowa State University

[Save Draft] [Send]

Reviewing RFIs:

When opening a RFI to answer it the user can either "Forward" or "Return" the RFI. For users wishing to forward a RFI, after clicking the "Forward" button they will be taken to a screen where they will be able select who they wish to forward the RFI to and also include any notes in the "Pending Answer" section of the screen. The RFI will be forwarded when the user clicks the "Forward" button. Instructions for reviewing RFIs are on the next page.

US 6 Broadway Viaduct Bridge Replacement [demo] / RFI # 0014-00

View RFI

Official RFI Number	0014-00
Subcontractor RFI Number	
RFI Title	test 123454
Due Date	12/10/2009
Date Submitted	12/03/2009
Date Returned	open
Question	Test
Suggestion	N/A
CSI Division or Drawing Number	N/A
Cost Impact	Not Applicable

Attachments

12/03/2009	Test (Report_9.pdf)	⊕ ADD MARKUPS	Project Admin (Prime Contractor) - Contractor 1

RFI History

12/03/2009 3:11 PM	Forwarded	Project Admin (Prime Contractor) - Contractor 1

Answer History

(pending)	Project Admin (Iowa DOT) - Aaron Zutz

References

None

Revision History

12/03/2009	0014-00: test 123454

| Delete RFI | Forward RFI | Return RFI | Print RFI | Edit RFI |

To return a RFI begin by clicking the "Return" button. On the next screen enter information in the fields of the form using the information below:

1. Resident Construction Engineer: Enter answer to RFI in this space
2. Attachments: To markup up the drawing click the "add markups" button. A pop-up window will appear with a pdf of the file. The file should be marked up in this window. The software allows users to insert stamps electronically. This can be done using the "Raster Image" button on the left sidebar. When the mark ups are complete the user should save them using the "Save Markups" button in the upper left hand corner of the screen.
3. Add Attachments: If any additional attachments are necessary type in an appropriate name and select file to upload using the "Browse" button and select the appropriate pdf file to upload
4. References: Use this to link a RFI to other related documents in Attolist
5. Returning the document: Use the "Return" button to send the response to the person who originally submitted the document. Use the "Return with Notifications" to select other teams members to be notified by email of the response.

Return RFI

RFI Number	0013-00
RFI Title	Test 1243
Official Due Date	12/10/2009
Question	Test
Suggestion	N/A
Resident Construction Engineer Answer	

2,000 character limit

CSI division or drawing number	N/A
Return to Project Admin (Prime Contractor)	Contractor 1

Save Draft	Return / Close	Return With Notification

Attachments
None

Add Attachments
Upload file types jpg or pdf. Maximum file size is 50MB per attachment.

Title:	File:	Browse...
Title:	File:	Browse...
Title:	File:	Browse...
Title:	File:	Browse...